

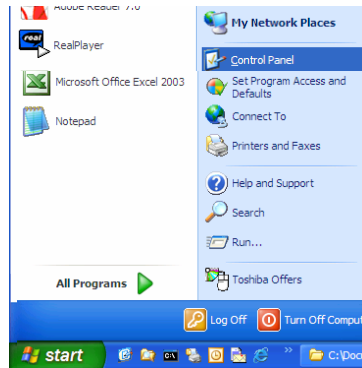
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## Lesson 7: Personal Folders

Every email account is given **40,000 KB** of server space. It is recommended that a Personal Folder (called a Data File in Windows XP) be created on the hard drive to store messages.

### Creating a Personal Folder in Outlook XP

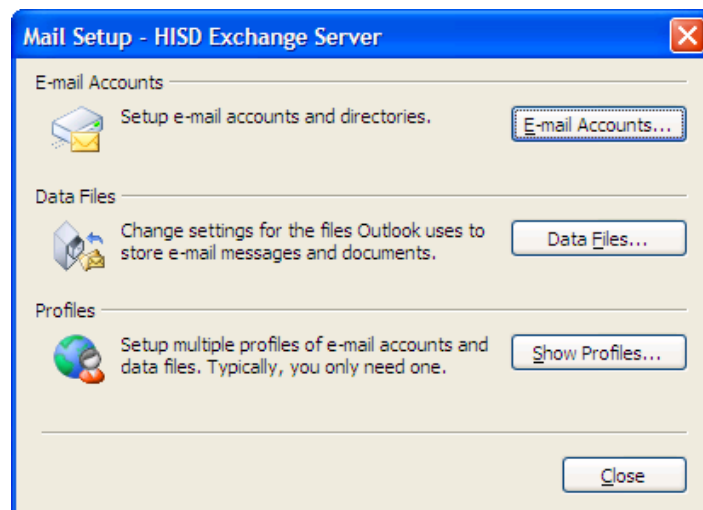
1. Click **Start** and select **Control Panel** (If the window displays Pick a Category, click Switch to Classic View).



2. Double-click **Mail**.

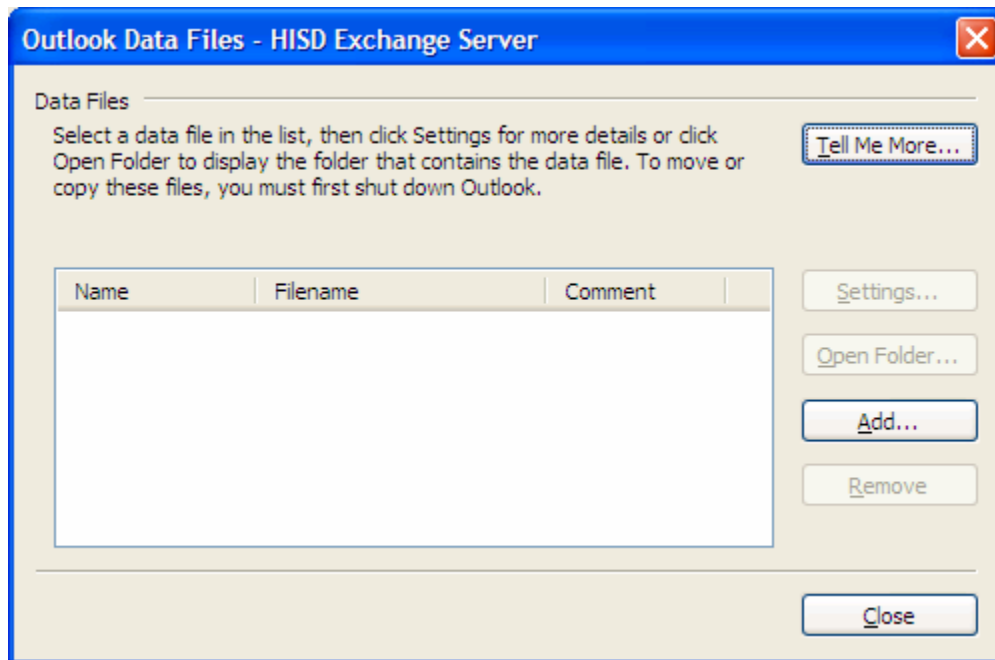


3. Click **Data Files**.

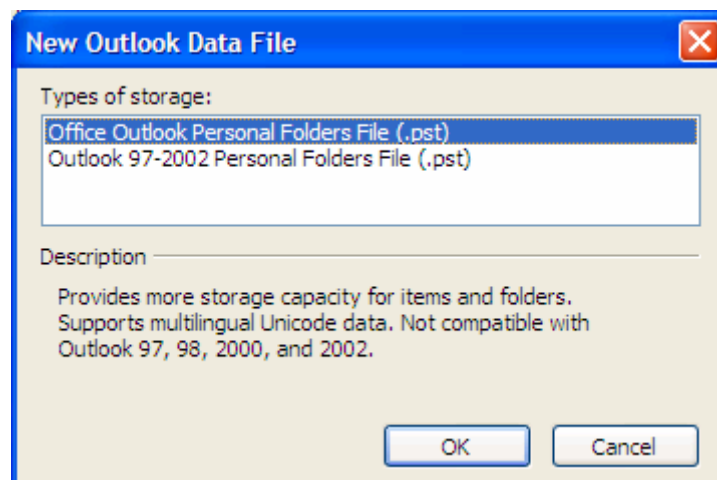


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4. Click **Add**.

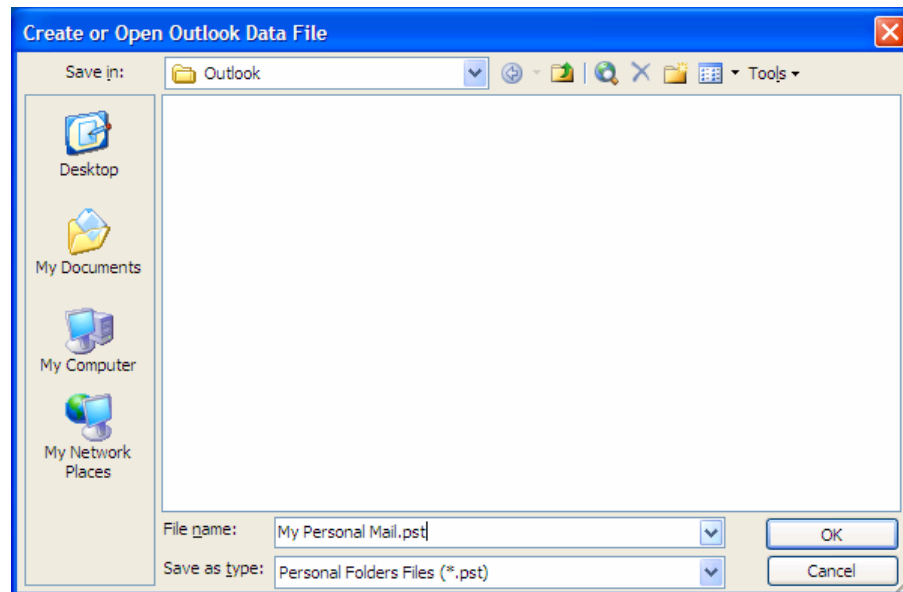


5. Select **Office Outlook Personal Folders File (.pst)** and click **OK**.

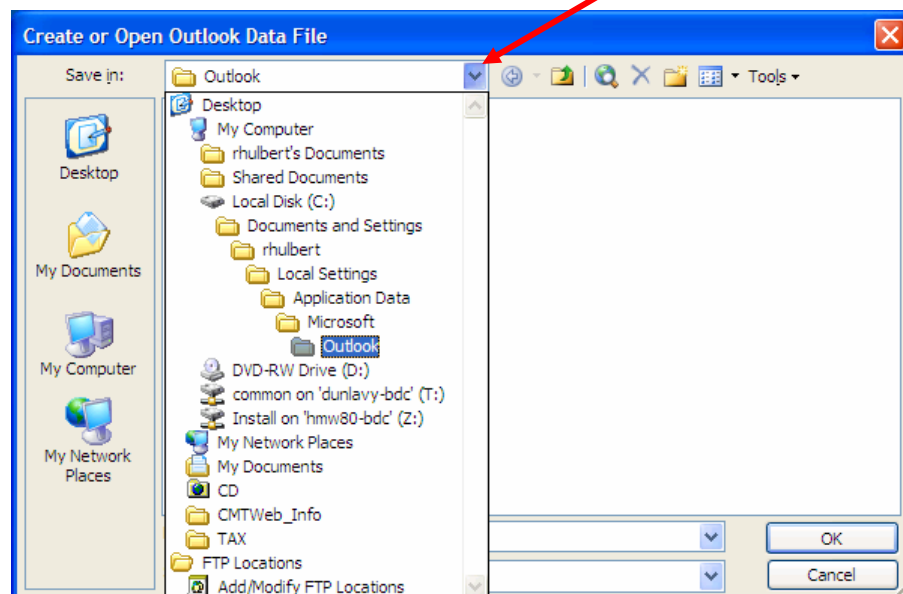


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6. Enter file name you wish to use or accept the default name and click **OK**.

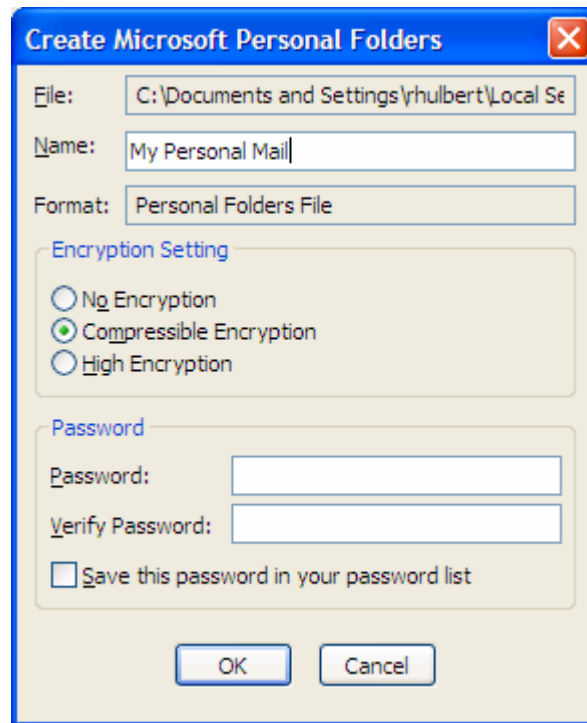


**NOTE:** Find the location of the Personal Folder file by clicking here. Record this information in a secure place. You will need to know this path for future backups of the Personal Folder file.

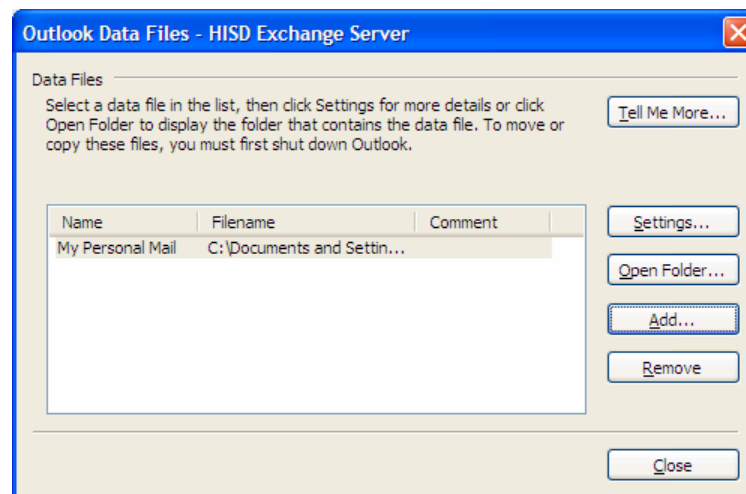


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7. Enter the name as it will appear in the folder list or accept the default name Personal Folder and click **OK**. **Do not enter a password.**

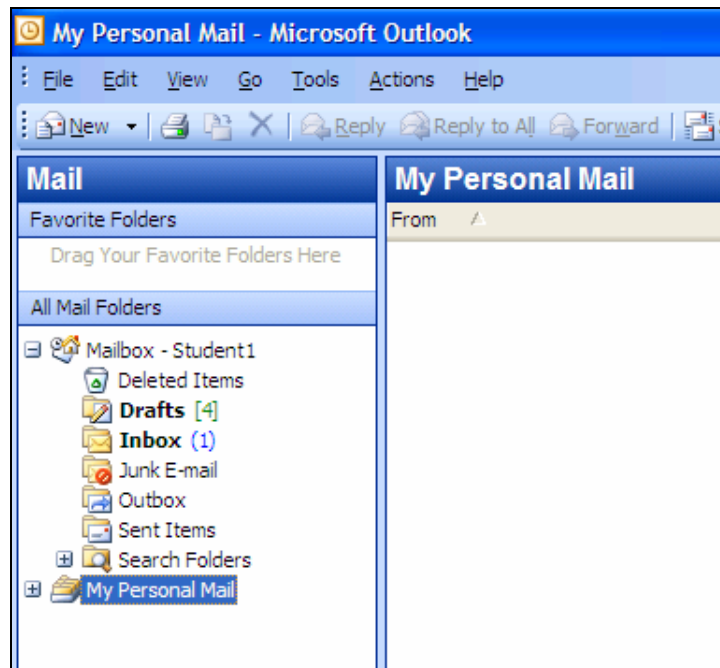


8. The personal folder will appear in the Data Files window. Click **Close**.



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9. The name will appear in the Folder List alphabetically.



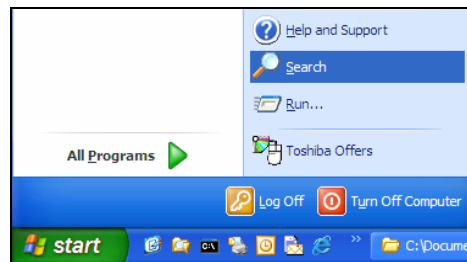
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## Copying/Moving Personal Folders

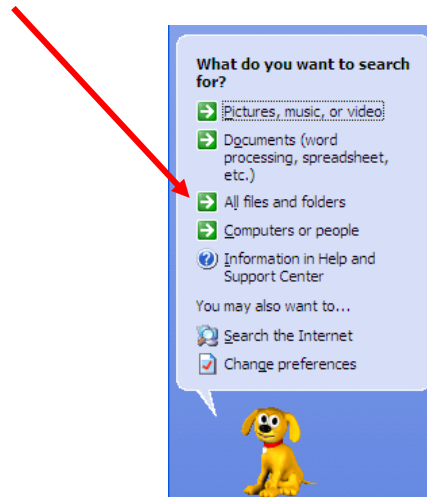
When new workstations become available, it may be necessary to setup email access on the new workstation. It is important that the Personal folders are moved from the old workstation to the new workstation. This will allow future access to messages stored in the Personal Folder.

### Copying the Personal Folder


1. Click the **Start** button.
2. Select **Search**.

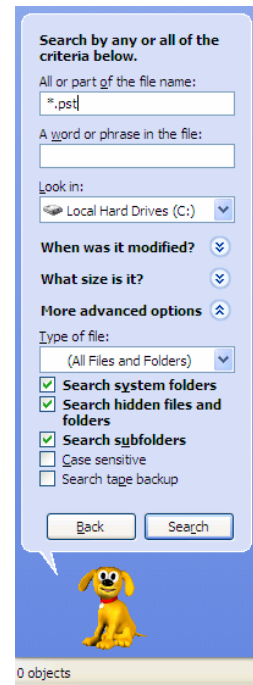


3. Click the **All Files and Folders** link

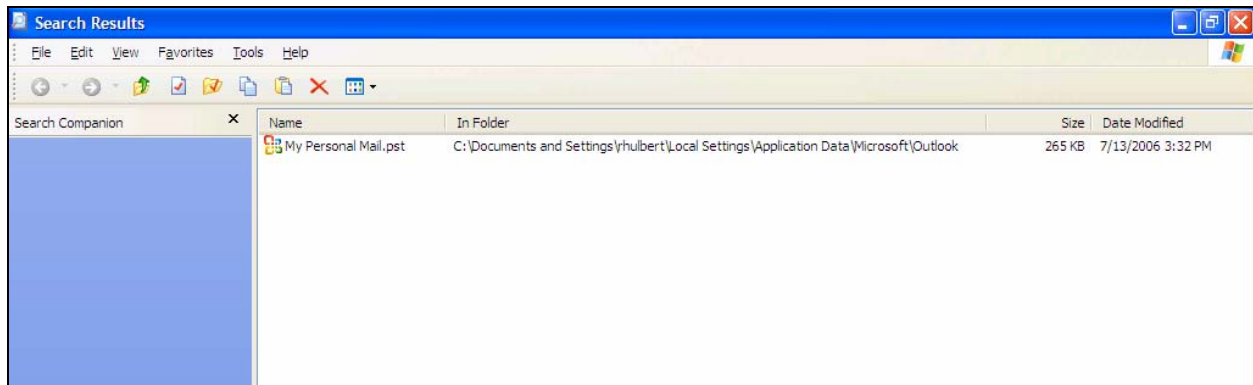


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4. Enter **\*.pst** in the file name field. This will cause the system to search for ANY mail file on the computer (all mail files end in ".pst")
5. Click the  next to **More advanced options**. Make sure there is a check mark on the **Search hidden files and folders** and the **Search subfolders** fields.
6. Click **Search**.

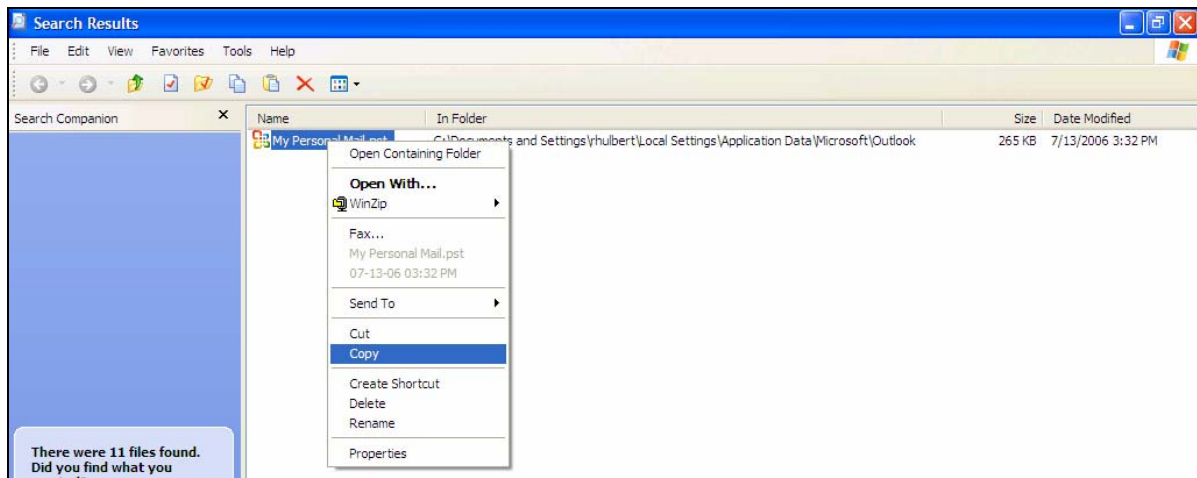


Once the search is complete, note the size and location of the Personal Folder file(s). You will need to put these files in the same location on the new computer you are moving the files to. Your new destination location must also have enough space to accommodate the file(s).

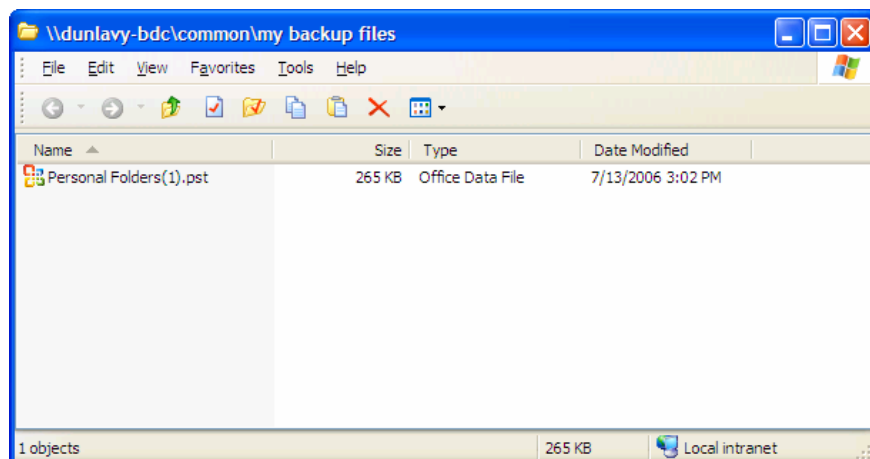
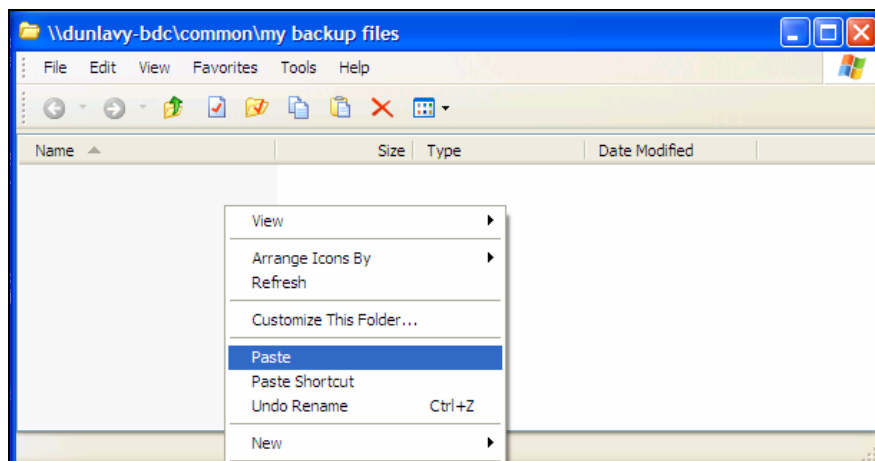


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7. Right-click the Personal Folder file(s) and select **Copy**.



8. Navigate to a network drive and folder. Right-click the open space and select **Paste**.

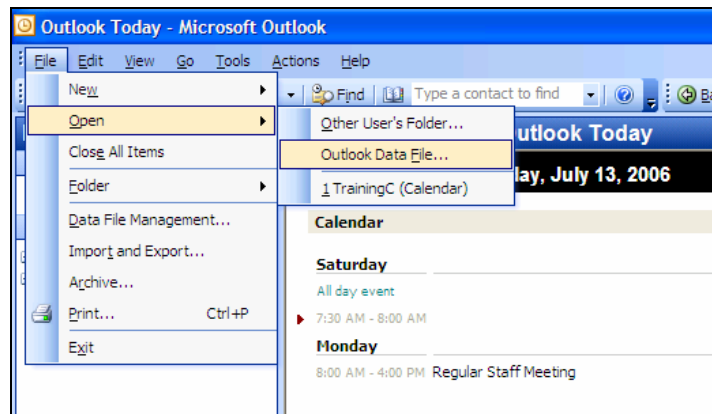




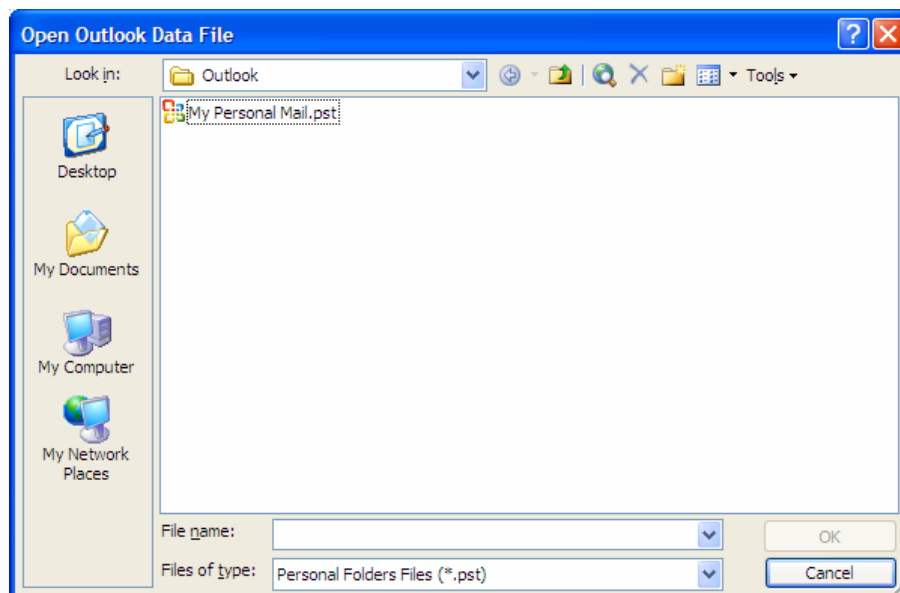
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## Adding an Existing Personal Folder to Email

1. Copy the Personal Folder file to the desired location.
2. Open Outlook.
3. Click **File**, **Open** and **Outlook Data File**.



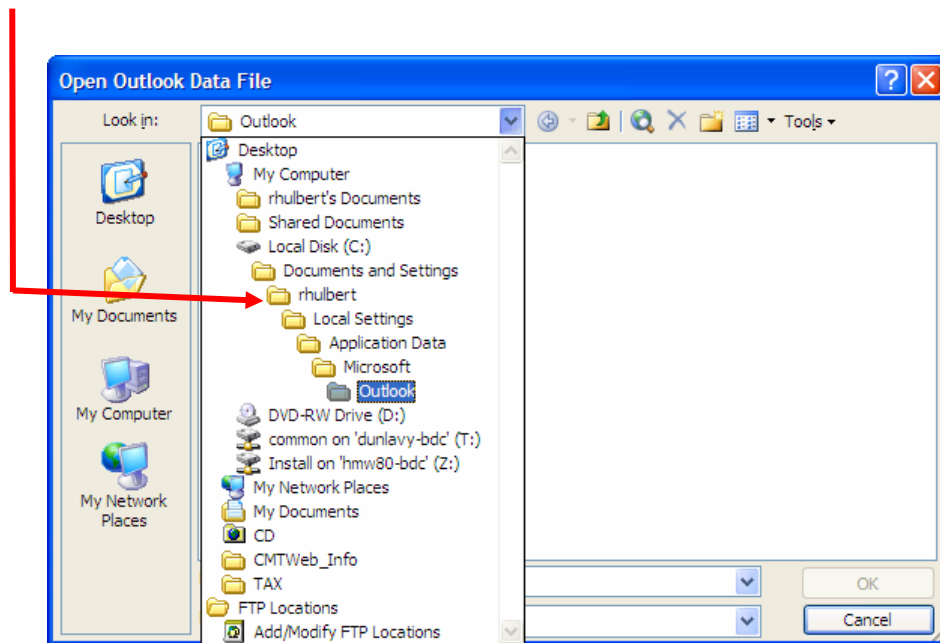
4. Select the Personal Folder file and click **OK**.



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Although Personal Folder files are created and stored by Outlook in the location shown below, you can put these files anywhere you like as long as you are aware of the exact location when you need to access them.

Your user name



5. The Personal Folder file is now visible in Outlook.

